

INSTRUCTIONS FOR COMPLETING THE PE APPLICATION BY EXAMINATION, REINSTATEMENT OR RECIPROCITY

Applications will not be processed if instructions are not followed.

1. ALL APPLICATIONS MUST BE TYPED!
2. Enclose one recent photograph of yourself taken within the last six months.
3. References must complete forms using a typewriter or scanner. If these are not available, ask them to print clearly with a ball point pen.
4. Complete the experience sheets fully – The Board Members are not familiar with your work, so your experience must be judged and evaluated on the information you furnish. Experience information must be detailed, concise, and complete as possible. Please account for all time after the age of 18 or high school graduation.

NOTE: Experience sheets for Reinstatements should account for all time since DATE OF ORIGINAL ARKANSAS APPLICATION.

5. FEES (ALL PAYMENTS ARE NON-REFUNDABLE, UNLESS WAIVED BY BOARD ACTION AND MUST ACCOMPANY YOUR APPLICATION): Make check payable to: Arkansas PE & PLS Fund.

ORIGINAL REGISTRATION: \$75.00 application fee and \$125.00 exam fee. Examination fees may be submitted after you have been accepted into the examination. However, the examination fee must be paid before the date of the examination.

RECIPROCAL REGISTRATION: \$200.00 (for those PE's who are licensed in another state)

TEMPORARY PERMIT: \$150 A temporary permit may be issued upon receipt of application and fees together with verification of ABET degree and both the FE & P&PE Examinations. We do not need to wait for your references. Please submit one check for \$350.00 payable to: Arkansas PE & PLS Fund.

REINSTATEMENT REGISTRATION: Call our office for information and fees.

6. Reciprocal applicants using the NCEES Record, we need a total of five (5) references that are less than one (1) year old. If your NCEES record is over one (1) year old, you must submit four (4) additional references using the Arkansas Reference Forms.
 7. It is the responsibility of the applicant to forward all references and verification forms to the appropriate parties. Please feel free to call the AR Board if you would like to check the status of your application. As soon as you are licensed, your name will appear on our roster at our website.
 8. A signed and notarized copy of the Rules of Professional Conduct must be included with your application.
 9. Examinations are given in APRIL and OCTOBER:
Applications to be considered for the APRIL exam must be in the Board's Office complete by FEBRUARY 1st. This includes all five (5) references and verifications.
Applications to be considered for the OCTOBER Exam must be in the Board's Office complete by AUGUST 1st. This includes all five (5) references and verifications.
 10. If you want to overnight your application, our physical address is 410 West Third St. Ste. 110, Little Rock, AR, 72201. Please don't forget to give the delivery company our phone # 501-682-2824 in case of a new driver.
- IMPORTANT: If any information or reference sheets are received in this office after the exam deadline, they will be placed in your file and retained for the next testing date.

General Requirements for Registration & Certification
May be viewed on
our website: www.arkansas.gov/pels/
Under State Laws and Rules
Article 8

Engineer Interns in Arkansas:

Please disregard the Board Verification Form, we verify your Fundamentals of Engineering Exam.
The Board verification form is for those who are not Arkansas Engineer Interns.

Reciprocal/Comity Applicants:

If you have a National Council Record, please request that your record be transmitted to Arkansas.
You may disregard the following forms:

Verification of College

Verification of FE & PE Exams

Experience Sheets
(You may have no more than four (4) updates)

References

Arkansas requires five (5) references that are less than one year old. Please call NCEES, 864-654-6824, to make sure your references are within the current year. References included in your NCEES Council Record Form which are not current must use Arkansas' Reference Form.

Reinstatement Applicants:

You may disregard the following forms:

Verification of College

Verification of FE & PE Exams

Experience Sheets must cover the period from original application to date.

Original Registration:

Your BS Degree must be EAC of ABET or equivalent (if you are not sure visit www.abet.org or call 410-347-7700).

Reciprocal Registration:

Reciprocal Applicants "must be deemed to have met the requirements for original registration as a professional engineer in Arkansas which were in effect at the time the applicant received their initial registration as a professional engineer." Please call Arkansas Board at 501-682-2824 for details.

**ARKANSAS BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

**P. O. Box 3750
Little Rock Arkansas 72203
Telephone: (501) 682-2824
Fax: (501) 682-2827
www.arkansas.gov/pels/
joseph.t.clements@arkansas.gov**

Date Application Received: _____

Check: _____

☐ Approve for Exam ☐ Interview
☐ Approve for Recip. ☐ Discuss
☐ Approve for Reins. ☐ Reject

PE APPLICATION

Important -Do not complete this form until you read the instructions and the guidelines and you understand what is required. All information must be **typed** and all questions must be answered. Your application fee must accompany this form.

1. Name in full: _____ 2. Date: _____

3. If you have ever used another name, list here _____

4. S. S. No. _____

5. Phone #(O) _____ Ext. _____
(H) _____ Fax _____

6. Date of Birth: _____

7. E-mail address: _____

8. Mailing address: _____

Is mailing address company address? Yes ☐ No ☐

9. Employer: _____

10. Position: _____

11. Are you applying for written exam in Arkansas? Yes ☐ No ☐

12. Exam Discipline _____

Attach recent photo with face
not less than 3/4 inch wide.
Please tape sides down.

Photo taken _____ 20____

13. Are you applying for registration by reciprocity? Yes ☐ No ☐

14. Are you applying for reinstatement registration? Yes ☐ No ☐ AR PE # _____

15. Indicate below examination data and State

Fundamentals of
Engineering exam: State _____ Exam date: _____ EI # _____ month/year _____

Principle & Practice of
Engineering exam: State _____ Exam date: _____ EI # _____

16. State and Date of first registration as a PE State _____ Date _____

17. Other States in which you are registered as a PE _____

18. Have you previously filed an application with this Board for any purpose (includes Engineer Intern)?

Yes ☐ No ☐

19. Have you been denied registration in any State or Territory? Yes ☐ No ☐

State _____ Date _____

20. Have you ever been convicted of a crime (felony or misdemeanor, except traffic violation)? Yes ____ No ____
21. Have you ever been charged with a crime (felony or misdemeanor, except traffic violation), the disposition of which was other than by acquittal or dismissal? Yes ____ No ____
22. Have you ever surrendered your license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country? Yes ____ No ____
23. Are charges pending against you for professional misconduct, unprofessional conduct, incompetence or negligence in any state or country? Yes ____ No ____ (Affirmative answers to questions 18 thru 23 should be explained in Item 24).
24. Explanations of affirmative answers for questions 18 thru 23 on pages one and two _____
- _____
- _____

COLLEGE EDUCATION

*25.	Institution Attended		Period of Attendance			Major	Date Graduated	Degree Received
	Name	Location	From	To	Years			

REFERENCES

*26. Names and addresses of five (5) references of which three (3) must be Registered Professional Engineers, who have personal knowledge of your character, professional reputation, and accomplishments. At least one (1) of the PE references must be from a current or previous supervisor.

Name	Address	Phone #	State of PE Registration
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

*Please complete 25 and 26 even if you have requested that your NCEES record be forwarded to this Board.

27. Provide Experience Sheets

(Reinstatements: ACCOUNT FOR PERIOD(S) SINCE DATE OF ORIGINAL ARKANSAS REGISTRATION)

28.

AFFIDAVIT CERTIFICATION, AUTHORIZATION AND RELEASE

State of _____ County of _____

Name of Applicant _____, being first duly sworn, deposes and says

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith and I hereby subscribe to and agree to conform with the Rules of Professional Conduct set forth in the Rules of the Board.

I also hereby authorize any individual, company or institution with whom I have been associated to furnish the Arkansas State Board of Registration for Professional Engineers and Land Surveyors with any information concerning my qualifications for professional registration in Arkansas which they have on record or otherwise, and do hereby release the individual company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

Subscribed and sworn to before me this:

_____ day of _____, 20_____

(Signature of Applicant)

(SEAL)

My Commission expires _____ day of _____, 20_____

(Signature of Notary Public)

NOTE TO APPLICANTS: It is your responsibility to see that the reference and verification forms are returned **directly** to the Board office. This application cannot be considered until all transcripts; verification forms and reference forms are returned.

RULES OF PROFESSIONAL CONDUCT

PREAMBLE

To comply with the purpose of the ARK CODE ANNO. 17-30-101 ET. SEQ. And ARK CODE ANNO. 17-48-101 ET. SEQ. Which is to safeguard life, health, and property, to promote the public welfare and to maintain a high standard of integrity and practice, the Arkansas State Board of Registration for Professional Engineers and Land Surveyors has developed the following Rules of Professional Conduct. These rules shall be binding on every person holding a Certificate of Registration to offer or perform engineering or land surveying services in this state. All persons registered under the ARK CODE ANNO. 17-30-101 ET SEQ. And ARK CODE ANNO. 17-48-101 ET SEQ are required to be familiar with the registration Statute and these Rules. The Rules of Professional Conduct delineate specific obligations the registrant must meet. In addition, each registrant is charged with the responsibility of adhering to standards of highest ethical and moral conduct in all aspects of the practice of Professional Engineering and Land Surveying.

The practice of Professional Engineering and Land Surveying is a privilege. All registrants shall exercise their privilege of practicing by performing services only in the areas of their competence according to current standards of technical competence.

Registrants shall recognize their responsibilities to the public and shall represent themselves before the public only in an objective and truthful manner.

They shall avoid conflicts of interest and faithfully serve the legitimate interest of their employers, clients and customers within the limits defined by these Rules. Their professional reputation shall be built on the merit of their services and they shall not compete unfairly with others.

The Rules of Professional Conduct as promulgated herein are enforced under powers vested by the Arkansas State Board of Registration for Professional Engineers and Land Surveyors and the Rules of the Board. In these Rules, the word "registrant" shall mean any person holding a license or a certificate issued by the Arkansas State Board of Registration for Professional Engineers and Land Surveyors.

I. REGISTRANT'S OBLIGATION TO SOCIETY

- A.** Registrants, in the performance of their services for clients, employers and customers, shall be cognizant that their first and foremost responsibility is to the public welfare.
- B.** Registrants shall approve and seal only those design documents and surveys that conform to accepted engineering and land surveying standards and safeguard the life, health, property and welfare of the public.
- C.** Registrants shall notify their employer or client and such other authority as may be appropriate when their professional judgment is overruled under circumstances where the life, health, property and welfare of the public is endangered.
- D.** Registrants shall be objective and truthful in professional reports, statements or testimony. They shall include all relevant and pertinent information in such reports, statements or testimony.
- E.** Registrants shall express a professional opinion publicly only when it is founded upon an adequate knowledge of the facts and a competent evaluation of the subject matter.
- F.** Registrants shall issue no statements, criticisms or arguments on technical matters which are inspired or paid for by interested parties, unless they explicitly identify the interested on whose behalf they are speaking and reveal any interest they have in the matters.
- G.** Registrant shall not permit the use of their name or firm name by, nor associate in business ventures with, any person or firm which is engaging in fraudulent or dishonest business or professional practices.
- H.** Registrants having knowledge of possible violations of any of these Rules of Professional Conduct shall provide the Board information and assistance necessary to the final determination of such violation.
- I.** Registrants that are salespersons for or who represent a particular product or system shall qualify any public statement made concerning their product or system.

II. REGISTRANT'S OBLIGATION TO EMPLOYER, CLIENTS AND CUSTOMERS

- A.** Registrants shall undertake assignments only when qualified by education or experience in the specific technical fields of engineering or land surveying is involved.
- B.** Registrants shall not affix their signatures or seals to any plans or documents dealing with subject matter in which they lack competence, nor to any such plan or document not prepared under their direct control and personal supervision.
- C.** Registrants may accept assignments for coordination of an entire project, provided that each design segment is signed and sealed by the registrant responsible for preparation of that design segment.

- D. Registrants shall not reveal confidential facts, data or information obtained in a professional capacity without the prior consent of the client or employer except as authorized or required by law.
- E. Registrants shall not solicit or accept financial or other valuable consideration, directly or indirectly, from contractors, their agents or other parties in connection with work for employers or clients.
- F. Registrants shall make full prior disclosures to their employers or clients of potential conflicts of interest or other circumstances which could influence or appear to influence their judgement or the quality of their service.
- G. Registrants shall not accept compensation, financial or otherwise, from more than one party for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
- H. Registrants shall not solicit or accept a professional contract from a governmental body on which a principle or officer of their organization serves as a member. Conversely, registrants serving as members, advisors, or employees of a governmental body or department, who are the principals or employees of a private concern, shall not participate in decisions with respect to professional services offered or provided by said concern to the governmental body which they serve.

III. REGISTRANT'S OBLIGATION TO OTHER REGISTRANTS

- A. Registrants shall not falsify or permit misrepresentation of their, or their associates; academic or professional qualifications. They shall not misrepresent or exaggerate their degree of responsibility in prior assignments nor the complexity of said assignments. Presentations incidental to the solicitation of employment or business shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures or past accomplishments.
- B. Registrants shall not offer, give, solicit or receive, either directly or indirectly, any commission, gift, or other valuable consideration in order to secure work, and shall not make any political contribution with the intent to influence the award of a contract by a public authority.
- C. Registrants shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects practice or employment of other registrants, nor indiscriminately criticize other registrant's work.
- D. Registrants who are aware of any alleged violations of the Law, Rules of the Board, or these Rules of Professional Conduct by a fellow registrant may counsel with that registrant to determine the facts. If correction is not made the registrant shall report the violation to the Board and other proper authorities.

Signature

State of _____

County of _____

On the ____ day of _____, 20_____, before the undersigned, a Notary Public in and for the County and State aforesaid, came _____ a resident in the State of _____ known to me as the person herein described and subscribing hereto, as having signed the form of application on attached hereto, and on oath deposes and says that the statements made are true.

Subscribed and sworn to before me, this ____ day of _____, 20_____.

Signature Notary Public

NOTICE TO ALL APPLICANTS FOR REINSTATEMENT OR RECIPROCAL REGISTRATION
(This form is for PE's licensed in another state)

The following questions must be answered in the space provided. Each question should be answered in detail.

1. The reason you wish to become registered (reinstated) in Arkansas.

2. Information regarding any project in Arkansas on which you may have performed engineering services as a subordinate or employee of another licensed engineer. Please provide the name of the Professional Engineer in charge and Arkansas PE #. This includes work performed during the period your Arkansas license was not active.

3. The current project or projects in Arkansas on which you contemplate performing engineering services if the information is not confidential.

4. The status of plans or reports on any project in Arkansas for which you have been retained as the engineer.

Do not leave any line blank.

Signature: _____

Print Name: _____

ARKANSAS
STATE BOARD OF REGISTRATION
FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS
P.O. BOX 3750
LITTLE ROCK, AR 72203
Phone-501-682-2824

Option: request a certified (official) copy of your transcript as long as it shows the degree and date of conferral.

Office of the Registrar (College Name): _____

City, State: _____, _____

S.S. #: _____

Dear Sir or Madam:

Birth Date: _____

(Name in full) _____ Phone: _____

has filed, with this Board, an application for registration as a professional engineer under the provisions of Act 214 of the 1953 General Assembly of the State of Arkansas. In regard to his/her education, he/she states as follows:

List Degrees and Date Received:

ONLY a registrar may complete this side.
Registrar Completes. **place college seal:**

Correct: _____

Registrar's name: _____

Phone number: _____

Date: _____

Incorrect: _____

Please check your records and advise this Board as to the accuracy of that portion of his/her educational record which pertains to your school. Your cooperation in this matter will be sincerely appreciated.

A self-addressed, stamped envelope is enclosed for your convenience in replying.

Yours very truly,

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

Secretary-Treasurer

NOTE: Applicant should complete top portion and forward to college with a stamped envelope addressed to Arkansas Board, P.O. Box 3750, Little Rock, AR 72203.

(If you are licensed in Arkansas, please disregard this sheet)

Revised 6/04

Engineer Reference

applying for PE exam PE reinstatement reciprocity

TO BE COMPLETED BY APPLICANT

Applicant 's Name: _____ SS # _____

Address: _____

_____ Phone #: _____

Have You And Respondent Been Employed By, Or Been Members Of The Same Firm? Yes _____ No _____

If Yes, Please Supply The Following Information:

From-To: _____

Name Of Firm: _____

City: _____

Applicant 's Position: _____

Respondent 's Position : _____

Have You Known Each Other In Other Circumstances? Yes _____ No _____ If yes, give dates and explain on separate sheet.

1. Is the above information correct as stated? Yes _____ No _____ If no, please explain on back of this form.

2. How long have you known the applicant? _____

3. Please define the individual's character and reputation. _____

4. What is your business relationship to the applicant? _____

5. Do you have personal knowledge of the applicants engineering work? Yes _____ No _____

6. Using the interpretations below, how do you rate the practice and quality of performance of the applicant's engineering work?

Type of Practice	Above Average	Average	Below Average	Unsatisfactory
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Engineering Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INTERPRETATIONS:

Above Average: Performance unquestionably of a professional level demonstrating thorough competence and creative ability.

Average: Work not distinguished in content or level but adequate for engineering purposes indicating an ability, under some supervision, to produce workable designs of systems and products.

Below Average: Barely adequate performance, needing careful checking and rather close supervision to meet requirements.

Unsatisfactory: Work of poor quality, not up to minimum professional standards, requires review and revision by associates or supervisors before execution. Inadequate for "the purpose of safeguarding life, health and property".

7. I (would)(would not) employ applicant on a project where his/her decisions would be final because _____

8. The following is my evaluation of the applicant's ability as an engineer _____

PLEASE TYPE OR PRINT CLEARLY

Name of Respondent _____

Respondent 's Engineering Registration: State _____

Reg. #: _____

Year: _____

Name of Respondent 's Firm: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Signature: _____

Title: _____

Date: _____

All Non-Arkansas P. E. references must supply evidence of current registration (with a current expiration date).

Mail to: Arkansas Board of Engineers and Land Surveyors, P.O. Box 3750, Little Rock, AR 72203

Please feel free to copy this page if you need more room for your experience.

Experience Record

Date of Degree _____

(Read Instructions Carefully Before Completing this Section)

Engagement Number	Dates Mo. – Yr. From – To	TITLE OF POSITION, NAME OF EMPLOYER AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, include nature, magnitude, and complexity of work on which engaged, your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) [ALL TIME SINCE HIGH SCHOOL OR AGE 18 (whichever is later) MUST BE ACCOUNTED FOR, INCLUDING MILITARY, ILLNESS, UNEMPLOYMENT, ETC.]	Time Yrs. To decimals in tenths				Name, Title, PE number (if applicable) and Address of person most familiar with each engagement, preferably supervisor
			(1)	(2)	(3)	(4)	
			Non-Engineering Experience (prior to date of BS Degree)	Engineering Experience after date of BS Degree & prior to EIT Certification	Engineering Experience After EIT Certification & Prior to PE Exam	Professional Engineering Experience After PE Registration	

		(1) Total Time in Non-Engineering Experience (prior to date of BS Degree).....					
		(2) Total Engineering Experience after date of BS Degree & prior to EIT Certification.....					
		(3) Total Engineering Experience after EIT Certification & Prior to PE exam.....					
		(4) Total Professional Engineering Experience After PE Registration					